

**MINUTES OF THE GENERAL MEETING
OF THE BIGFORK COUNTY
WATER AND SEWER DISTRICT**

The general meeting of the Bigfork County Water and Sewer District was held on June 15, 2017 at the District office. President, Tom Cahill, presided.

ATTENDEES:

Directors: Gene Helberg, Seth Price, Tom Cahill, Bob Keenan
District Employees: Julie Spencer, Mimi Wildeman
Engineering: Jeff Cicon P.E., Ryan Jones P.E. from Morrison Maierle
Other Attendees: Paul Holland

READ AND APPROVE MINUTES:

President Cahill opened the meeting at 7:00 p.m. The minutes of the May General Board Meeting were reviewed for approval. Cahill called for discussion. Hearing none, a vote was called. Keenan made a motion to approve, Helberg seconded and it was unanimously

RESOLVED, That the Minutes for the May General 2017 Board Meeting be approved as submitted.

The minutes of the May Finance Board Meeting were reviewed for approval. Cahill called for discussion. Hearing none, a vote was called. Keenan made a motion to approve, Helberg seconded and it was unanimously

RESOLVED, That the Minutes for the May Finance 2017 Board Meeting be approved as submitted.

AGENDA - ADDITIONS OR CHANGES

No changes were made to the agenda

CONSENT AGENDA

President Cahill called for discussion or questions about the consent agenda. Hearing no discussion Cahill called for a motion to approve. Keenan moved, Helberg seconded and it was unanimously

RESOLVED, That the items on the Consent Agenda be approved.

PUBLIC COMMENT

President Cahill called for Public Comment Paul Holland was present to discuss the Blenn Street Services. See Old Business for detail

OLD BUSINESS

Engineering update, Jeff Cicon

- *Water Tank & Transmission Line and Access Easement –No update.*

- *Water Tank & Transmission Line*- No update.
- *Standpipe Supply Line and Lakeview Care Center main* (Task Order 28) – No update.
- *Ramsfield Water Rights Wells 3 & 4* (Task Order 24) –The variance request for pump testing of the Ramsfield #3 and #4 has been submitted to the DNRC for approval prior to submitting the water right application. The DNRC has performed a preliminary review of the well test report and determined there is sufficient documentation to approve the variance.
- *Sludge Farm Irrigation System* (Task Order 30) –A stop work order was issued on May 19, 2017 due to a long lead time on the Variable Frequency Drive. The drives are scheduled to arrive on June 16, 2017 and work will resume. Items remaining on the contract are the site electrical improvements and startup. Gembala Excavation has submitted Pay Application #2 for work completed to-date in the amount of \$65,147.82. Retainage will be 5% (\$12,800). Keenan made a motion to approve the pay application #2 Helberg seconded passed unanimously.

RESOLVED, That the items for Payment Application #2 be approved.

- *North & South Eagle Bend Lift Stations* (Task Order 25) – Diamond Construction achieved substantial completion on May 16, 2017. A project walk-through was complete on May 18, 2017 and a punch list generated. Diamond is waiting to complete punch list items until the new gas lines are installed. The gas line for the North Lift Station was completed on June 2nd and the South Lift Station is scheduled for June 12th. Diamond has agreed to a reduction of damages for exceeding the scheduled contract time. They have submitted Payment #4 which includes \$15,983.55 in Unscheduled Employment of Engineer. Diamond has requested a reduction in retainage from 5% to 2.5% due to the delay for the gas line. The 2.5% retainage (\$11,900) will cover the remaining items on the contract and therefore Morrison Maierle recommends approving the reduction in retainage and Pay Application #4 in the amount of \$98,505.13. Keenan made a motion to approve the billing Helberg seconded passed unanimously.

RESOLVED, That the items for Payment Application #4 be approved.

- *Flathead Lake Brewery Pretreatment System* –No update.

Blenn Street Services, Paul Holland-

President Cahill stated that the Board will uphold the Districts Rules & Regulations for All Developers on all projects in the District. Spencer reiterated the Districts Developers Rules & Regulations to the public and stated we have other developers that are following them and that we cannot make this a special case. Keenan stated that we are here to serve 2-3 thousand people not just one and we will make everyone adhere to the District Rules and Regulations.

Fire Hall Lane-

Board directed Spencer to start the paper work in obtaining easements from the three properties.

Compliance Inspection – Safety- Julie Spencer informed the Board that our case is closed; we have a couple of minor infractions that we are working on completing.

NEW BUSINESS - NONE

COMMITTEE REPORTS

Annexation, Main Extensions & Construction Helberg & Cahill
Eagle Bend Lift Station – Discussed during Engineer’s Report

District Investments Price & Phelps
Line-of Credit - Board does not feel this is needed at this time.
Corporate Credit Card- Board directed Spencer to acquire 2 they will remain in the safe and be checked out when needed for travel or expenses.
Investment Account- Transfer funds into the General Cash fund, Keenan made a motion to approve the transfer of the Investment funds Price seconded passed unanimously.

RESOLVED, That the transfer of the Investment Account Funds to General Cash be approved and was signed by two Board Members and the District Manager.

Employee Insurance Compensation & Certification & Safety Helberg & Keenan
Cross Training Program- Board member Price stated that the District should start a Cross Training Program to expand the full potential of everyone; this would include a Formal Signing off job skills and knowledge.

New Employee- Committee decided not to act on, if and when it is decided upon the Board will hire someone Certified and with Experience.

The committee request that the Operations Manager be present at all District Board meetings, it was discussed and agreed upon by all.

Pretreatment Regulations Cahill & Price

Flathead Lake Brewery (FLB) - Spencer told the Board that the Brewery Committee met with FLB on Friday May 12, 2017 and told them they have to adhere to the permit and must get us the lab results in a timely manner. Spencer updated the board that we are receiving the test results from ME Lab and FLB to start the permit process David Brendgard is working on the permit and will have the draft to Spencer by June 16, 2017.

Budget & Rate Structure Helberg & Phelps
Mid-Term Budget Proposal – No Action.
Resolution 81- Rate Increase – was signed by two Board Members.

Rules & Regulations Cahill & Price
On- going

Farmland.....Helberg, Cahill & Loudermilk
Grain Storage Silo will be installed as soon as it is delivered and the pad is built.

Discussion was had to only have Board Members be named on committees, Spencer and Loudermilk's input will still be needed on recommendations.

COMMUNICATIONS:

DNRC RRGL Grant, Department of Commerce TSEP Grant – Spencer submitted letters showing where the District was rated compared to other Districts, Cities and Counties in Montana for grants.

ADJOURNMENT

Cahill called for a motion to adjourn. Keenan moved, Price seconded and it was unanimously

RESOLVED that the public meeting be adjourned at 9:00 p.m.

Secretary, Mimi Wildeman

Meeting presided by:

President Tom Cahill